How to complete a language lesson:

Part 1—Talbots Abroad Wikispace

1. **Log on to wikispaces.com**. Choose “**Language Lessons**” from the left menu. Open the file “**Greetings**.” (Notice that is says you will use Lesson 4 on SurvivalPhrases.com!)
2. Copy (highlight) all of the “Greetings” document. Paste it onto a new blank Word document. (See me if you don’t know how to open a new document.) Now you are almost ready to type your answers. Go back to the original document on the wiki and close it—so you don’t get the two confused. This is very important, or you may change the original document on the wiki—a big NO NO!
3. Read the instructions on your new document. **Control + click on the link for survivalphrases.com**, our language website.

Part 2—Survival Phrases Language website

1. **Log on to Survival Phrases with username “hampton” and password “talbot,**” and find your language on the drop down “**Switch language**” menu (right side).
2. Find the lesson on “**Basic Greetings**,” Lesson 4! You can search for a lesson in the “**Search**” bar on the right also.
3. Notice that each lesson has an Audio and a PDF (text) file. **Open the PDF file and read the lesson first.**
4. Now re-open the window from the Wiki for the Greetings worksheet, and complete the questions using the Survivalphrases information as your resource. Toggle between the pages. You can type right on your Word document. When finished, save it as a file named “**GreetingsLastname**” on your M drive or on your flashdrive so you can upload it to the Wiki on your page. It’s a good idea to create a folder called “Global Networking” or “Talbots Abroad,” whatever works for you!

Part 3--Creating your Audio file:

1. When finished with the worksheet, open the **Audio file** on the Survival Phrases website, selecting the “**Open in Pop up window**.”
2. Now you must open the Sound Recorder. See instructions below for opening the Sound Recorder.
3. Plug in your headset (pink goes in the microphone jack, black in the earphone jack).
4. Listen to the lesson the first time all the way through. Be sure your headset is plugged into the correct microphone and audio plugs. Be sure to turn the microphone on at the switch on the cord. The second time you listen, you will know that at the end will be time for you to **imitate the speaker and record your new phrases**. When you are finished recording (hit the pause button to pause the recording between phrases so you won’t run out of time—you only get one minute!), play the recording back and listen to yourself. Is it loud enough? Did you mumble? Re-record if necessary! If I can’t hear you, I can’t give you a grade for completing the lesson! If all is good, then choose “**File**” and “**Save as**”: “**Greetings Audio Lastname.**” Place it in your M drive or on the desktop, as you did before. Upload it to the Wiki on your page just like any other file.

Congratulations! You have just finished your first language lesson!